

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Reservation Supervisor
DATE: April 8, 2009
SUBJECT: Request from the Friends of Faith, Inc. for Permission to Collect Entry Fees and Donations and Sell Event Related Items at the Faith Fancher Breast Cancer Challenge Walk/Run at Lakeside Park on Saturday, August 8, 2009

SUMMARY

Staff received a request from the Friends of Faith, Inc. (FOFI), a non-profit organization, for permission to collect entry fees and sell event related items at the Faith Fancher Breast Cancer Challenge Walk/Run at Lakeside Park on Saturday, August 8, 2009.

FISCAL IMPACT

There is no fiscal impact on the Office of Parks and Recreation.

BACKGROUND

The Friends of Faith, Inc. was founded in 1997 as a non-profit organization of professional women dedicated to fighting the breast cancer epidemic through the power of information and by providing funds to local organizations to help provide direct assistance to underserved and under-insured women in their battle against breast cancer. The organization is in memory of Faith Fancher, local media personality, who lost her fight against breast cancer in 2003.

This is the fifth year of the Faith Fancher Breast Cancer Challenge event. The Friends of Faith, Inc. hosted a walk/run at Lakeside Park in 2005 and in 2008. They came before the commission in 2008 with a similar request and was granted approval.

The organization has raised and donated more than \$700,000 for individuals with breast cancer and has donated to the following breast health organizations: Charlotte Maxwell Clinic, Alameda County Medical Center Cancer Navigator Program, American Cancer Society and the Women's Cancer Resource Center Emergency Fund.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the request for permission to collect entry fees and donations and to sell event related items at the Fourth Annual Faith Fancher Breast Cancer Challenge Walk/Run at Lakeside Park on Saturday, August 8, 2009.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gail McMillon", written over a horizontal line.

Gail McMillon
Reservation Supervisor

Cc: Request letter from Friends of Faith, Inc.
Reservation Request
Facility Application

March 19, 2009

Dear Parks and Recreation Advisory Commission:

The Friends of Faith (Fancher), Inc. is requesting waivers for our August 8th, 2009 Faith Fancher Breast Cancer Challenge Walk/Run. This is our second year at this location, and this request is the same as last year's.

The purpose of the event is to raise funds to assist underserved and under-insured women who battle breast cancer. The organization is a 501(C)3 charitable organization, and its tax-exempt ID number is 94-3307705.

The organization is in memory of Faith Fancher, local media personality, who lost her fight against breast cancer in 2003. She produced a series of TV programs which chronicled her fight against cancer, and her organization board is composed of professional media women who are carrying on her cause.

We request these waivers for this event:

- 1) Waiver to accept entry fees and donations for this charitable event. Funds are for the organization's chartered purpose of funding and assisting underserved and under-insured breast cancer patients, and reasonable costs of putting on the event.
- 2) Waiver to be able to sell items related to the cause, with those funds going directly to the non-profit benefit organization.
- 3) Waiver to post signage at the start and finish area, including a start and finish banner with charitable sponsors names on the banners. This will likely be at the Gazebo.

This is the Fifth Annual Faith Fancher Breast Cancer Challenge. The organization has raised and donated more than \$700,000 for individuals with breast cancer and for grassroots organizations including:

Charlotte Maxwell Clinic

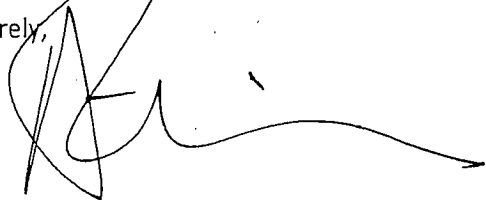
Alameda County Medical Center Cancer Navigator Program

American Cancer Society

Women's Cancer Resource Center Emergency Fund, which is the home of the East Bay Breast Cancer Emergency Fund, which is sponsored by the Friends of Faith. Since February 2003, this program has offered financial assistance to low-income women who are living with breast cancer and who reside in Alameda and Contra Costa Counties.

If you have any questions about this application or the purpose of the organization, feel free to contact me at any time, my office number is (510) 834-4142. I will be glad to meet with you at your commission meeting that discusses this waiver, and our Events Director Tim Wason of San Francisco Running & Walking will be happy to attend as well.

Sincerely,



Ada Renée Williams, Executive Director

Central Reservations Unit

250 Frank H. Ogawa Plaza Ste 3330
Oakland, CA 94612

(510) 238-3187



Friends of Faith, Inc
655 13th Street, Suite 303
Oakland, CA 94612-1272

Reservation Request

Status: In-Process

Customer Type: .Private

Authorized Agent: Tim Watson

Work: (415) 823-2276 Home: (415) 647-2276

DATE/USER	REQUEST NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	REQUEST EXPIRES	BALANCE DUE
03/23/2009 Wendy Johnson	9003120	\$1750.00	\$0.00	\$0.00	\$0.00	\$1650.00	08/08/2009	\$100.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Faith Fancher Breast Cancer WALK Type: Park Run/Walk	Lakeside Park Lake Merritt Oakland, CA 94610	

DATES RESERVED	HRS
Saturday - 8/8/2009 07:00 AM to 01:00 PM	6

Total Number of Dates: 1 Total Number of Hours: 6

NOTES: ACTUAL EVENT TIME: 9:00am - 12-noon *** 849 = ATTENDEES *** FOODS SERVED: ? *** TYPE OF SOUND = D.J./MC

THIS CUSTOMER HAS SUBMITTED A REQUEST LETTER TO ACCEPT FEES (I.E. DONATIONS, FUNDRAISING, CONTRIBUTIONS, GIFTS, ASSISTANCE, OFFERINGS, ECT.) AT THIS PARK USE EVENT TO BE SUBMITTED TO THE PRAC BOARD ON 4-8-09 @ THE GARDEN CENTER - 666 BELLEVUE - OAKLAND @ 4:30 pm. PLEASE HAVE SOMEONE FROM YOUR ORGANIZATION ATTEND THIS MEETING. THANK YOU

THIS CUSTOMER UNDERSTANDS THAT THIS IS ONLY A REQUEST FOR A PERMIT, AND NOT A VALID PERMIT, AND WITHOUT ALL THE REQUIRED ITEMS LISTED BELOW, SUBMITTED INTO THIS OFFICE BY THE DUE DATE, THIS EVENT WILL BE CANCELLED, & CANCELLATION FEES WILL APPLY.

** ALL REQUIRED ITEMS DUE BY - _____

- 1= OPD SPECIAL EVENTS PERMIT. _____
- 2= CERTIFICATE OF INSURANCE. _____
- 3= ONE-DAY FOOD HANDLERS PERMIT. _____
- 4= CHARITABLE SOLICITATION PERMIT. _____
- 5= SELLERS PERMITS (EACH VENDOR MUST HAVE A SEELERS PERMIT). _____
- 6= DUMPSTER REQUIRED FOR EVENTS WITH 200 OR MORE PARTICIPANTS. _____
- 7= PORTABLE TOILET CONTRACT COPY. _____

1 TEMPORARY PORTABLE TOILET IS MANDATORY PER EVERY 200 PATRONS. PARKS & RECREATION RECOMMENDS 3 PORTABLE TOILETS. (1=MALE & 1=FEMALE POSSIBLY W/SINK & A HANDICAP ACCESSIBLE TOILET)) THANK YOU !!

"ABSOLUTELY NO ALCOHOL ALLOWED IN THE PARK" *** GROUPS HAVE NON-EXCLUSIVE USE OF THE PARK.

CUSTOMER UNDERSTANDS THAT THE PARK MUST BE LEFT CLEAN & CLEAR OF ALL GARBAGE/DEBRIS GENERATED FROM THIS PARK USE EVENT

EVENT NAME	FACILITY	CENTER
Faith Fancher Breast Cancer WALK Type: Park Run/Walk	Lakeside Park Near Bandstand	Lakeside Park Lake Merritt Oakland, CA 94610

DATES RESERVED	HRS
Saturday - 8/8/2009	06:00 AM to 01:00 PM
7	

Total Number of Dates: 1 Total Number of Hours: 7

NOTES:

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
CRU Sound Permit Fee	Lakeside Park Bandstand - Faith Fancher Breast Cancer WALK	\$100.00	1.00	\$0.00	\$100.00	\$100.00	\$0.00
Deposit (Parks)	Lakeside Park Bandstand - Faith Fancher Breast Cancer WALK	\$500.00	1.00	\$0.00	\$500.00	\$500.00	\$0.00
Park Run/Walk Fee	Lakeside Park Bandstand - Faith Fancher Breast Cancer WALK	\$100.00	2.00	\$0.00	\$200.00	\$200.00	\$0.00
Park Run/Walk Fee	Lakeside Park Bandstand - Faith Fancher Breast Cancer WALK	\$50.00	4.00	\$0.00	\$200.00	\$100.00	\$100.00
Park Special Event Fee	Lakeside Park Near Bandstand - Faith Fancher Breast Cancer WALK	\$500.00	1.00	\$0.00	\$500.00	\$500.00	\$0.00
Park Special Event Fee	Lakeside Park Near Bandstand - Faith Fancher Breast Cancer WALK	\$250.00	1.00	\$0.00	\$250.00	\$250.00	\$0.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1010584.032	03/23/2009	Park Run/Walk Fee	Lakeside Park Bandstand - Faith Fancher Breast	\$200.00
1010584.032	03/23/2009	Park Run/Walk Fee	Lakeside Park Bandstand - Faith Fancher Breast	\$100.00
1010584.032	03/23/2009	Deposit (Parks)	Lakeside Park Bandstand - Faith Fancher Breast	\$500.00
1010584.032	03/23/2009	CRU Sound Permit Fee	Lakeside Park Bandstand - Faith Fancher Breast	\$100.00
1010584.032	03/23/2009	Park Special Event Fee	Lakeside Park Near Bandstand - Faith Fancher	\$500.00
1010584.032	03/23/2009	Park Special Event Fee	Lakeside Park Near Bandstand - Faith Fancher	\$250.00

DISCLAIMERS

Additional hours, mandatory setup/takedown fee, alcohol fee, and sound fee must be paid at least 30 days prior to date of event.

Additional fees for this reservation MUST be paid by: _____ (date).

ALCOHOLIC BEVERAGES

Alcoholic beverages may NOT be served unless specific fees are paid and appropriate permission obtained.

- * Alcoholic beverages may only be served INDOORS with the exception of Joaquin Miller Park.
- * Alcoholic beverages may NOT be served at juvenile events.
- * Amounts are to be carefully supervised so that every guest and participant leaves the event safely.
- * The premises are to be left clean and all bottles must be removed.
- * SELLING alcoholic beverages is NOT ALLOWED.

This permit allows permittee:

To serve alcoholic beverages:

Wine, beer and champagne _____ (initials)

Distilled spirits _____ (initials)

2009

2 Request letters attached

1 To accepted fees
2 To block 1 Bellevue
leave by about 5 min to 10 min



Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330 Oakland,
CA 94612

CITY OF OAKLAND
OFFICE of PARKS & RECREATION

Central Reservations Unit
PH (510) 238-3187 Fax (510) 238-2397

Park Use Rental Application

Application Date: 3/19/09

ATTENTION: Wendy 238-3989

*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD

REQ No. 9003120 WY-3/20/09 OFFICE USE ONLY
RWP No. Received By/Date Approved By/Date Issued By/Date
Police Special Events Permit Required? Yes No If required, Special Events Permit due to OPR by 7-08-09

Application on behalf of: (Group, Individual, Organization) FRIENDS OF FAITH, INC ADA RENEE & WILLEMS, EXEC DIR
*Address: 655 THIRTEENTH ST, STE 303 OAKLAND CA 94612
Individual responsible for event: Name: TIM WASON *Address: 4475 23RD ST #4

Tax ID: 94-3307705
SDI(C)3

City: SAN FRANCISCO State: CA Zip: 94114 Email: TIM@SFRUNNING.COM
Home #: 415-647-2276 Work #: STINE Fax #: 866-621-3597 Cell #: 415-823-2276

To use (Name of Park): LAKESIDE PARK Location: BAYSHORE, BAYSHORE AREA & PATH AROUND LAKE INTAKE (BAYSHORE FROM)

On the following date (s): 8/08/09 General Public Allowed: Yes No Number of Participants: 849

Between the hours of: (Start Time/Setup) 6:00AM (Actual Event Time) from 9:00AM to NOON (End Time/Cleanup) 1:00PM 7:00PM

Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.)
WALK/RUN FOR CHARITY, FRIENDS OF FAITH (FANCHER), BREAST CANCER FUNDRAISER
Sound Amplification: Amplified Yes No Non-Amplified Yes No

Type of equipment to be used (i.e. Jumpers, musical instruments, live band, cd player, amplifiers, microphones, etc.)
LIVE BAND, TAPED MUSIC, AMPLIFIED SOUND W/ MICROPHONES, REHEARSE IN THE MORNING

Will food be served? Yes No (If yes, please list type(s) of food to be served.) WATER, FOOD 1 MC/DJ

Please describe below special accommodations/requests required for your event. If no special accommodations/request required, write NONE.
WAIVER TO ACCEPT DONATIONS, HAVE SIGNS, ACCEPT EVENT ENTRIES FOR LOCAL BREAST CANCER CHARITY EVENT - SEE

Fees: Rent: SANDSHILL 400.00 Deposit: \$500
Sound Use: 100.00 Other Fees: "COMMISSION WAIVER" IN THIS BINDER
Total of ALL Fees PLUS Deposit: \$1650.00

(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned)

CANCELLATION FEES: \$ 1650.00
31 days or more notice: Forfeit 1/2 Deposit
30 days 11 days notice: Forfeit Deposit PLUS 1/2 Rental Fee
10 days or less notice: Forfeit All Fees

Check Amount: \$ 1650.00 Check #: 2005 Cash:

Type of Credit Card (Visa or Master Card Only):
Credit Card #: Expiration Date:

I Authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card \$ (Amount to be Charged)

for my reservation at (Park) on (Event Date)
Signature Required: ADA RENEE WILLEMS, Executive Director CA271990 2/22/12
(Print Name) (Driver License #/Expiration Date)

ATTENTION

- ✓ DID YOU REMEMBER TO SIGN THIS APPLICATION?
- ✓ DID YOU REMEMBER TO ATTACH A LEGIBLE COPY OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION CARD?